My Advance HE Guidance:

Fellowship application submissions

Contents

1 Introduction

This guidance is a technical guide to creating and submitting your application via the My Advance HE portal.

For guidance on developing your application, you must read the full applicant pack relevant to the category of fellowship you are applying for. Your Supporting/Advocate Statements **must** use the correct template, which is included in these packs. Do not use templates supplied by anyone else. If you have not already done so, please download the relevant pack using the links below:

- [Associate Fellowship](#)

- [Fellowship](#)

- [Senior Fellowship](#)

- [Principal Fellowship](#)

2 Your My Advance HE account

To start your application, you will need a My Advance HE account. If you do not have an account, go to [My Advance HE](#) and follow the instructions on screen to set one up.

If you already have an account, please log in and go to **section 4 Checking your profile details** below.

> **IMPORTANT**
>
> Please do not set up multiple accounts. If you already have a My Advance HE account, you must use this one to make your application. Always keep this account up to date with your latest email address and Employment Relationship.

3 Checking your profile details

3.1 My Profile

Before starting your application, make sure that your profile is up to date. Click on **My Profile**.
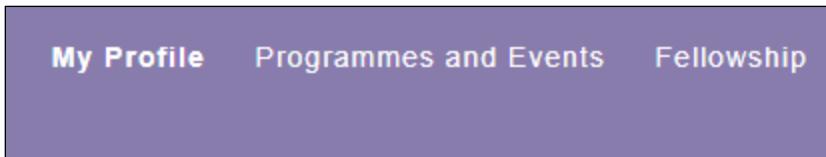
The following must be up to date:

- Email address
- Account Recovery Email
- Employer Relationship - **this is used to determine whether you are eligible for a discounted application fee, and to validate your voucher code if your institution has paid for your application in advance**. If you have been given a voucher code to pay for your application, your Employer Relationship must be set to the institution that issued the voucher. This may be different from the institution that you are directly employed by.

4 Starting an application

Log into your account and select **Fellowship** from the menu at the top of the screen.
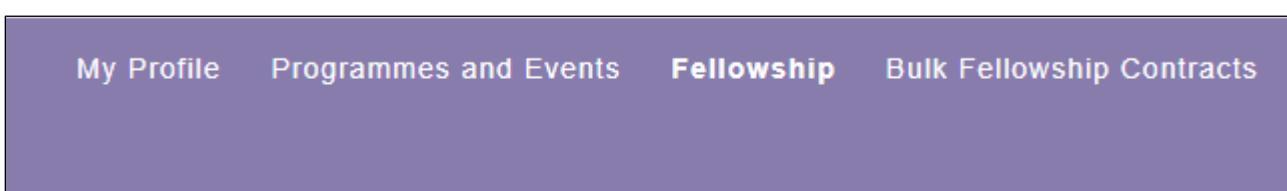
Under **Information for Individuals**, click on **View or make a fellowship application.**

Click on **Click here to start a new application**, then select the category of fellowship you wish to apply for.

Click here to start a new application

PSF 2023 Associate Fellowship Application
PSF 2023 Fellowship Application
PSF 2023 Senior Fellowship Application
PSF 2023 Principal Fellowship Application

Read and accept the terms and conditions and click **Next** to create your application.

Please indicate that you accept the terms and conditions *

☑ No   ◯ Yes

Next

5 Associate Fellowship applications

5.1 Select your payment option

- **I'll pay myself:** when you submit your application, a payment link will appear in your My Advance HE account under **My Profile**. Your application will be put forward for review after your payment has been received.

- **My organisation is paying:** This will create a payment link in your account for you to use after submission. You will need to forward this link to the person making your payment. Do not select this if you have been given a voucher to use.

- **My organisation has paid in advance:** Select this option if you have a voucher code to enter

> **IMPORTANT**
>
> If you have been given a **voucher code** the Employer Relationship (ER) in your profile must be set to the **institution that issued the voucher**. This may be different to the organisation that you currently work for. You should log into your account with that ER and start your application. If you have previously started an application, please delete it and start a new one with the correct ER.

5.2 Name

Enter your name **exactly** as you want it to appear on your certificate. You can include titles if you wish, e.g. *'Dr Charlie Brown'* or *'Professor Amal Watson'*.

If you are successful, the name on the certificate will be what you enter here.

Your name as you would like it to appear on your certificate *

[   ]

5.3 Context Statement

Enter your context statement (maximum of 300 words) and click **Next**.

> **IMPORTANT**
>
> Your application will only be saved when you click **Next**.

5.4 Areas of Activity

Select any two of the five **Areas of Activity** and add your reflective narrative. References and citations are to be listed in a later area of the application.

☑ A1 Design and plan learning activities and/or programmes

☐ A2 Teaching and/or support learning through appropriate approaches and environments

☐ A3 Assess and give feedback for learning

☑ A4 Support and guide learners

☐ A5 Enhance practice through own continuing professional development

You can change the Area of Activity that you choose by unticking the box and selecting a different one. Please note, this will delete the text you entered into your original selection.

There is a total overall word limit of 1,400 words across your two chosen Areas of Activity.

Click **Next**.

5.5 References/Citations

Enter your references and citations, up to 200 words and click **Next**.

1 General ✔	2 Associate Fellowship ✔	3 References / Citations	4 Supporting Statement

Please list below all references and citations used in your application.

References / Citations *

0 / 200 Words

5.6 Supporting Statement

Click **Choose File** and select the document you want to attach. This must be a PDF document and must be on the correct Advance HE Supporting Statement template for Associate Fellowship, as supplied in the [Associate Fellowship Applicant Pack](). Click **Upload**.

1 General ✔	2 Associate Fellowship ✔	3 References / Citations ✔	4 Supporting Statement

- Attach your Supporting Statement in **pdf** format.
- Please ensure that you have **read the guidance referees receive** and that your Supporting Statements are on the **Advance HE template** with all sections fully completed.
- Your Supporting Statement must be written about you and your practice.
- **You must not alter the template in any way.** If the endorsement on page 2 is removed, your Supporting Statement will be returned and your application will be delayed.

Choose file

Choose File   No file chosen
Upload Supporting Statement (Allowed file types: PDF)

Upload

> **IMPORTANT**
>
> Before you upload your Supporting Statement, please **make sure that your referee has not in any way changed the template**. Incorrect Supporting Statements will be returned to you and will delay the outcome of your application.

To remove/replace the file, click the **Delete** button to the right of the file and repeat the steps above to upload a different document

File	Actions
Supporting Statement.pdf	Delete

Previous   Save

Your file will be renamed **Supporting Statement**. Click **Save**, then click on **Application Listing.**

Your application has been saved, to review the final version before submitting please go to the Application Listing

5.7 Application Listing

The application is now completed and saved as a draft. Under **Application Listing** you can view, edit, delete or submit any applications you have in progress. Your application will have a unique reference number (PRXXXXX) and the Fellowship category will also be displayed.

If you have an application in progress, this will appear below.

For guidance regarding a resubmission, please see Section 8.2 of this guidance: PSF 2023 submission Guidance (this also applies to UKPSF2011 resubmissions).

Application Type	PSF Version	Status		Actions		
Associate Fellowship (PR297893) Created: 15/08/2024	2023	Draft	Request Application	Edit	Submit	Delete

To make any changes, click **Edit**. To delete the application from our database click **Delete**. Once confirmed, this cannot be reversed or recovered. To save a copy of your application for your records, click **Request Application.**

5.8 Submitting your application

When you are happy with your application, click on **Submit**. Once submitted no further edits can be made.

5.9 Paying for your application

Please go to **Section 11** for information on how to pay for your application.

6 Fellowship applications

6.1 Select your payment option

How do you wish to pay for your application? *

I'll pay myself

Select
I'll pay myself
My organisation is paying
My organisation has paid in advance

- **I'll pay myself:** when you submit your application, you will be sent a payment link. Your application will be put forward for review after your payment has been received.

- **My organisation is paying:** This will create a payment link in your account for you to use after submission. You will need to forward this link to the person making your payment. Do not select this if you have been given a voucher to use.

- **My organisation has paid in advance:** Select this option if you have a voucher code to enter

Voucher Code *

FF123456

Validate Voucher

IMPORTANT

If you have been given a **voucher code** the Employer Relationship (ER) in your profile must be set to the **institution that issued the voucher**. This may be different to the organisation that you currently work for. You should log into your account with that ER and start your application. If you have previously started an application, please delete it and start a new one with the correct ER.

6.2 Name

Enter your name **exactly** as you want it to appear on your certificate. You can include titles if you wish, e.g. *'Dr Charlie Brown'* or *'Professor Amal Watson'*. If you are successful, the name on the certificate will be what you enter in this field.

Your name as you would like it to appear on your certificate *

6.3 Context Statement

Enter your context statement (maximum of 300 words) and click **Next**.

> **IMPORTANT**
>
> Your application will only be saved when you click **Next**.

6.4 Areas of Activity

Complete the areas of activity A1, A2 and A3 and click **Next**.

Complete **Areas of Activity** A4 and A5 and click **Next.**

There is a total overall word limit of 3,000 words across the five Areas of Activity.

6.5 References/Citations

Enter your references and citations, up to 500 words and click **Next**.

6.6 Supporting Statements

> **IMPORTANT**
>
> Before you upload your Supporting Statements, please **make sure that your referee has not in any way changed the template**. Incorrect Supporting Statements will be returned to you and will delay the outcome of your application.

Click **Choose File** and select the document you want to attach, then click **Upload**. This must be a PDF document and must be on the correct Advance HE Supporting Statement template for Fellowship, as supplied in the Fellowship Applicant Pack.

Your file will be renamed **Supporting Statement 1**. Click **Save**.

Click **Next** and repeat the steps to upload your second Supporting Statement. To remove/replace the file, click the **Delete** button to the right of the file.

When you have uploaded you second Supporting Statement, click on **Application Listing**.

Your application has been saved, to review the final version before submitting please go to the Application Listing

6.7 Application Listing

The application is now completed and saved as a draft. Under **Application Listing** you can view, edit, delete or submit any applications you have in progress. Your application will have a unique reference number (PRXXXXX) and the Fellowship category will also be displayed.

Application Type	PSF Version	Status	Actions
Fellowship (PR298165) Created: 19/08/2024	2023	Draft	Request Application Edit Submit Delete

To make any changes, click **Edit**. To delete the application from our database, click **Delete**. Once confirmed this cannot be reversed or recovered. To save a copy of your application for your records, click **Request Application**.

6.8 Submitting your application

When you are happy with your application, click on **Submit**. Once submitted no further edits can be made.

6.9 Paying for your application

Please go to **Section 11** for information on how to pay for your application.

7 Senior Fellowship applications

7.1 Select your payment option:

- **I'll pay myself:** when you submit your application, you will be sent a payment link. Your application will be put forward for review after your payment has been received.

- **My organisation is paying:** This will create a payment link in your account for you to use after submission. You will need to forward this link to the person making your payment. **Do not select this if you have been given a voucher to use**.

- **My organisation has paid in advance:** Select this option if you have a voucher code to enter

IMPORTANT

If you have been given a **voucher code** the Employer Relationship (ER) in your profile must be set to the **institution that issued the voucher**. This may be different to the organisation that you currently work for. You should log into your account with that ER and start your application. If you have previously started an application, please delete it and start a new one with the correct ER.

7.2 Name

Enter your name **exactly** as you want it to appear on your certificate. You can include titles if you wish, e.g. *'Dr Charlie Brown'* or *'Professor Amal Watson'*. If you are successful, the name on the certificate will be what you enter in this field.

7.3 Context Statement

Enter your context statement (maximum of 300 words) and click **Next**.

IMPORTANT

Your application will only be saved when you click **Next**.

7.4 Reflective narrative

Complete your reflective narrative and two Case Studies (up to a maximum of 6,000 words in total), then click **Next**.

1 Terms & Conditions ✔	2 General ✔	3 Senior Fellowship - Narrative and Case Studies	4 References / Citations
5 Supporting Statement 1	6 Supporting Statement 2		

Please complete each of the fields below which must be written in full (i.e. bullet pointed responses are not acceptable).

References and citations are to be listed under Step 3

Reflective Narrative *

0 / 6000 Total Words

Case Study 1 Title *

Case Study 1 *

7.5 References/Citations

Enter your references and citations, up to 500 words, and click **Next**.

1 Terms & Conditions ✔	2 General ✔	3 Senior Fellowship - Narrative and Case Studies ✔
4 References / Citations	5 Supporting Statement 1	6 Supporting Statement 2

Please list below all references and citations used in your application.

References / Citations *

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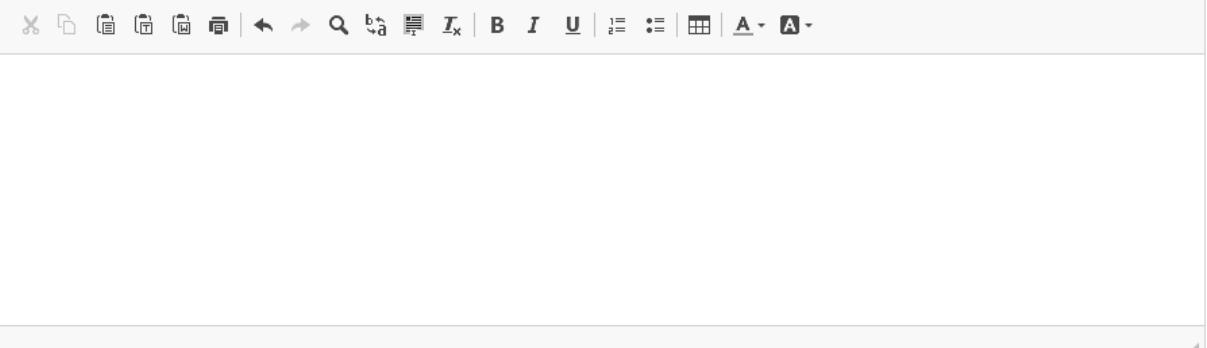
0 / 500 Words

[Previous] [Next]

7.6 Supporting Statements

Click **Choose File** and select the document you want to attach and click **Upload**. This must be a PDF document and must be on the correct Advance HE Supporting Statement template for Senior Fellowship, as supplied in the [Senior Fellowship Applicant Pack](#).

1 Terms & Conditions ✔	2 General ✔	3 Senior Fellowship - Narrative and Case Studies ✔
4 References / Citations ✔	5 Supporting Statement 1	6 Supporting Statement 2

- Attach your first Supporting Statement in **pdf** format.
- Please ensure that you have **read the guidance referees receive** and that your Supporting Statements are on the **Advance HE template** with all sections fully completed.
- Your Supporting Statements must be written about you and your practice and should be clearly distinct from each other.
- If your two Supporting Statements are identified as having closely matched text, this may result in your application being unsuccessful.
- **You must not alter the template in any way.** If the endorsement on page 2 is removed, your Supporting Statement will be returned and your application will be delayed.

Choose file

Choose File | No file chosen
Upload Supporting Statement 1 (Allowed file types: PDF)

Upload

Previous | Next

File	Actions
Supporting Statement 1.pdf	Delete

Previous | Next

Your file will be renamed **Supporting Statement 1**. Click **Save**.

Repeat this for your second Supporting Statement. To remove/replace the file, click the **Delete** button to the right of the file and repeat the steps above to upload another document.

IMPORTANT

Before you upload your Supporting Statement, please **make sure that your referee has not in any way changed the template**. Incorrect Supporting Statements will be returned to you and will delay the outcome of your application.

Click on **Application Listing**.

> Your application has been saved, to review the final version before submitting please go to the Application Listing

7.7 Application Listing

The application is now completed and saved as a draft. Under **Application Listing** you can view, edit, delete or submit any applications you have in progress. Your application will have a unique reference number (PRXXXXX) and the Fellowship category will also be displayed.

If you have an application in progress, this will appear below.

For guidance regarding a resubmission, please see Section 8.2 of this guidance: PSF 2023 submission Guidance (this also applies to UKPSF2011 resubmissions).

Application Type	PSF Version	Status	Actions
Senior Fellowship (PR298172) Created: 19/08/2024	2023	Draft	Request Application Edit Submit Delete

To make any changes, click **Edit**. To delete the application from our database click **Delete**. Once confirmed this cannot be reversed or recovered. To save a copy of your application for your records, click **Request Application.**

7.8 Submitting your application

When you are happy with your application, click on **Submit**. Once submitted no further edits can be made.

7.9 Paying for your application

Please go to **Section 11** for information on how to pay for your application.

8 Principal Fellowship applications

8.1 Select your payment option:

- **I'll pay myself:** when you submit your application, you will be sent a payment link. Your application will be put forward for review after your payment has been received.

- **My organisation is paying:** This will create a payment link in your account for you to use after submission. You will need to forward this link to the person making your payment. Do not select this if you have been given a voucher to use.

- **My organisation has paid in advance:** Select this option if you have a voucher code to enter

IMPORTANT

If you have been given a **voucher code** the Employer Relationship (ER) in your profile must be set to the **institution that issued the voucher**. This may be different to the organisation that you currently work for. You should log into your account with that ER and start your application. If you have previously started an application, please delete it and start a new one with the correct ER.

8.2 Name

Enter your name **exactly** as you want it to appear on your certificate. You can include titles if you wish, e.g. *'Dr Charlie Brown'* or *'Professor Amal Watson'*. If you are successful, the name on the certificate will be what you enter in this field.

Your name as you would like it to appear on your certificate *

8.3 Context Statement

Enter your context statement (maximum of 500 words). Click **Next**.

Statement of Context and Strategic Leadership *

0 / 500 Words

Previous   Next

IMPORTANT

Your application will only be saved when you click **Next**.

8.4 Record of Strategic Educational Impact

Click **Create** to enter your Records of Strategic Educational Impact (RSEI). You can enter a maximum of 10. There is a limit of 25 words per entry. You should enter these in chronological order based on the start date. **If you enter more than 10 examples, your application will be returned for revision.**

Use the table below to complete your Record of Strategic Educational Impact (RSEI) with up to ten examples of Strategic Engagement. You are provided with a maximum of 25 words per example. **Please note that any application that exceeds 10 entries will be returned to the applicant without review.**

In completing the table, please indicate which of the three or four case studies each RSEI entry will be used in.

RSEI Description – please ensure the RSEI Description is brief and clear.

RSEI Dates – please be as accurate as possible. If the RSEI is on-going or open ended, please leave the "Date To" field blank.

Click on Create to add each of your Record of Strategic Educational Impact.

Record of Strategic Educational Impact

⊕ Create

RSEI Number ↑	Example of strategic engagement	Date From	Date To	Case Study 1	Case Study 2	Case Study 3	Case Study 4

There are no records to display.

For each example you will need:

- **Date From** – the date this example started. This does not have to be the exact date but the year must be correct

- **Date To** – the date this example concluded. Leave blank if open-ended or on-going.

- **Case Study** – select which Case Studies this RSEI example relates to.

- If you have chosen to write just three Case Studies, select **Not applicable** from the drop-down menu for **Case Study 4**. Please note the system will not allow an application to be submitted if there are any blanks in the columns for the case study fields.

Click **Submit** and repeat these steps for each RSEI.

Create ✕

General

RSEI Number

1

Example of strategic engagement (Max. 25 words)

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Date From *

03/09/2023

Date To

04/08/2024

Case Study 1

○ No   ✓ Yes

Case Study 2

✓ No   ○ Yes

Case Study 3

○ No   ✓ Yes

If you need to edit or delete any of your RSEIs, click on the icon to the right of the record.

When you have completed your RSEI entries, click **Next**.
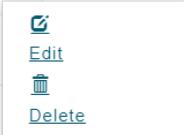
IMPORTANT

Your application will only be saved when you click **Next**.

8.5 Case Studies of Strategic Leadership

Complete your Case Studies. There is a shared overall limit of **7,000 words**.

- **Case Study Title** – enter the title you have given your case study.
- **Which RSEI entry or entries does this case study relate to** – list the numbers for the RSEIs that you refer to in this case study.
- **Dimensions** – list the Dimensions covered in this case study.

If you choose not to include a fourth case study, enter "N/A" in all the **Case Study 4** fields.

Click **Next** when you have finished.

8.6 References/Citations

List in full your application references and citations. Maximum 500 words.

8.7 Advocate Statements

Click **Choose File** and select the document you want to attach. This must be a PDF document and must be on the correct Advance HE Advocate Statement template for Principal Fellowship, as supplied in the [Principal Fellowship Applicant Pack](#). Click **Upload**.

Your file will be renamed **Advocate Statement 1**.

To remove/replace the file, click the **Delete** button to the right of the file and repeat the steps above to upload another document.

> **IMPORTANT**
>
> Before you upload your Advocate Statement, please **make sure that your referee has not in any way changed the template**. Incorrect Advocate Statements will be returned to you and will delay the outcome of your application.

Click **Next** and repeat these steps for your other Advocate Statements. When you have uploaded your third Advocate Statement, click **Save**.

Click on **Application Listing**.

Your application has been saved, to review the final version before submitting please go to the Application Listing

8.8 Application Listing

The application is now completed and saved as a draft. Under **Application Listing** you can view, edit, delete or submit any applications you have in progress. Your application will have a unique reference number (PRXXXXX) and the Fellowship category will also be displayed.

Application Type	PSF Version	Status	Actions
Principal Fellowship (PR298190) Created: 20/08/2024	2023	Draft	Request Application Edit Submit Delete

To make any changes, click **Edit**. To delete the application from our database click **Delete**. Once confirmed this cannot be reversed or recovered. To save a copy of your application for your records, Click **Request Application.**

To submit your application, click **Submit.**

8.9 Paying for your application

Please go to **Section 11** for information on how to pay for your application.

9 Payment Status

9.1 When you have submitted, the status of your application will change.

9.1.1 If you selected 'My organisation has paid in advance' and entered a voucher code, your status will be 'Fellowship – Applicant'.

Application Type	PSF Version	Status	Actions
Associate Fellowship (PR294970) Created: 19/07/2024	2023	Fellowship - Applicant	Request Application

9.1.2 If you selected 'I'll pay myself', your status will be 'Submitted (Awaiting Payment) – Fellowship'.

Application Type	PSF Version	Status	Actions
Associate Fellowship (PR297893) Created: 15/08/2024	2023	Submitted (Awaiting Payment) - Fellowship	Request Application Pay Invoice

9.1.3 If you selected 'My organisation is paying', your application status will be 'Submitted (Awaiting Payment) – Fellowship'.

Application Type	PSF Version	Status	Actions
Associate Fellowship (PR297893) Created: 15/08/2024	2023	Submitted (Awaiting Payment) - Fellowship	Request Application Copy Payment Link

10 How to pay

10.1 Payment Option 1: I'll pay myself

Click on **Pay Invoice.**

If you are associated with a current Advance HE member organisation, you may be eligible for a discount on your application fee. If you believe the application fee is incorrect, please check your Employer Relationship details are up to date in the **My Profile** area of your account before you make payment.

Make the payment using your credit or debit card. Click **Pay Securely** when you have entered your card details.

You will be notified on-screen once the payment transaction has completed. Click **Back to invoices**.

You can return to review your invoices at any time by selecting **My Profile** and then **Invoices**. Once you have paid the invoice for your application, the status will change to **Fellowship - Applicant**.

Your application will be allocated to the next available review panel. Processing time from payment to result is approximately 12 weeks.

10.2 Payment Option 2: My organisation is paying

10.2.1 Payment by card,

Click on **Copy Payment Link** and send it to whoever is responsible for making the payment.

When the person making the payment clicks the link, they will be taken to a secure payment method to enter the payment details.

When payment has been received, the status of your application will change to **Fellowship - Applicant** and it will be allocated to the next available review panel.

Applications will not be reviewed until payment has been made. Processing time from payment to result is approximately 12 weeks.

10.2.2 Payment by Purchase Order/Invoice.

If your organisation cannot pay by credit/debit card, they will need to give you a Purchase Order (PO) in an electronic format to upload to your My Advance HE account.

To upload the PO, navigate to **My Profile > Invoices > Unpaid Invoices** and click **Upload Purchase Order**.

Once you have uploaded your PO our finance team will issue an invoice to your organisation for them to pay via bank transfer.

Once the invoice has been sent, your application status will change to **Fellowship - Applicant**.

Your application will be allocated to the next available review panel. Our processing time from that point to your result is approximately 12 weeks.

11 Confirmation of outcome

11.1 Successful applications

If you are successful, you will receive an email with instructions on how to view and download your certificate.

> **IMPORTANT**
>
> To access your certificate, you must log into your account using the **same email address** as you used to create your application.

11.2 Referred applications

If you have been unsuccessful in your first attempt, you will receive an email with feedback from our expert advisors on areas for enhancement.

You will be given an opportunity to resubmit your application, **free of charge**.

Resubmissions must be made within **four weeks** from the date the outcome email was sent. Please see the guidance **Direct Fellowship Application Resubmission** for information on how to re-submit.

AdvanceHE

Contact us

Email: Fellowship@advance-he.ac.uk Website: www.advance-he.ac.uk

Advance HE helps HE and research be the best they can be.

We are a member-led, sector-owned charity that works with institutions and higher education across the world to improve higher education for staff, students and society. We are experts in higher education with a particular focus on enhancing teaching and learning, effective governance, leadership development and tackling inequalities through our equality, diversity and inclusion (EDI) work.

Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).